



## TOWN BOARD WORK SESSION

July 21, 2014 – 6:00 P.M.

Town Board Chambers

301 Walnut Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

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**GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.**

**Members of the public in attendance who have a question related to an agenda item are requested to allow the Town Board to discuss the topic and then be recognized by the Mayor prior to asking their question.**

### **AGENDA**

1. Electronic publication of ordinances & other required publications
2. Update on metropolitan district applications  
*Verbal report*
3. Future meetings agenda



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## MEMORANDUM

**Date:** July 21, 2014  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Patti Garcia, Town Clerk/Assistant to Town Manager  
**Re:** Electronic publication of ordinances & other required publications  
**Item #:** Work Session - 1

**Background / Discussion:**

In late December, 2013 the Town was notified that the current paper of record, the Windsor Beacon, would be a free paper as of January 1, 2014. A requirement to be a paper of record is that the newspaper offer a paid subscription or, at the very least, be a paper that circulates to those who request it. The Windsor Now is also a free paper and does not meet the qualification to be a paper of record. The statutes provide that if there is no local paper that meets the qualifications that the municipality is to look to a newspaper published within the county. Staff contacted the Greeley Tribune and the Coloradoan which both meet the legal publisher requirements. The contracted price with the Windsor Beacon was \$.16 per line and the lowest rate between the Greeley Tribune and the Coloradoan was found with the Tribune at \$.35 per line which is quite an increase in cost.

Staff researched if the Town of Windsor could move from newspaper publications to electronic publications and found that the Charter already addresses it:

1.30 Publication or Posting.

- A. Publication in a newspaper of general circulation; or
- B. Publication by electronic means and methods; or
- C. In the event of an emergency, or when no such newspaper is available, posting. Anything published by such posting because of an emergency shall subsequently be published in a newspaper of general circulation or published electronically; or
- D. Posting shall be effected by providing written or printed notice in various locations throughout Town as provided by ordinance.

There are varying circumstances related to legal publications such as the publication requirements of the Municipal Annexation Act, the Adoption of Codes by Reference statutes or the Election Code. We also want to leave the door open for discretionary newspaper publication in addition to the website, if doing so promotes public participation in the judgment of the Town. This would allow Planning to continue publishing neighborhood meeting notices in the newspaper as in the past. To address this issue, an ordinance could be drafted authorizing the publication of all ordinances and other required publications by electronic means on the Town's website, unless there is a specific legal requirement otherwise.

**Recommendation:**

For Town Board discussion.



## FUTURE TOWN BOARD MEETINGS

Work Sessions & Regular Meetings will be held in the Board Chambers unless otherwise noted.

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July 28, 2014 6:00 p.m.	Town Board Work Session CRC Expansion public outreach summary & determination of what is needed in the next 30 days
July 28, 2014 7:00 p.m.	Town Board Meeting
August 4, 2014 6:00 p.m.	Town Board Work Session Capital Improvement discussion
August 11, 2014 5:30 p.m./1 <sup>st</sup> floor conference room	Board/Manager/Attorney Monthly Meeting
August 11, 2014 7:00 p.m.	Town Board Meeting
August 18, 2014 6:00 p.m.	Town Hall Meeting – Strategic Plan
August 25, 2014 6:00 p.m.	Town Board Work Session
August 25, 2014 7:00 p.m.	Town Board Meeting
September 1, 2014	Labor Day
September 8, 2014 5:30 p.m./1 <sup>st</sup> floor conference room	Board/Manager/Attorney Monthly Meeting
September 8, 2014 7:00 p.m.	Town Board Meeting
September 15, 2014 6:00 p.m.	Town Board Work Session
September 22, 2014 6:00 p.m.	Town Board Work Session
September 22, 2014 7:00 p.m.	Town Board Meeting

### Additional Events

August 5, 2014 4:30 – 8:30 p.m.	National Night Out
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### Future Work Session Topics

None.